



P. OFFICE OF THE BAC AND BAC SECRETARIAT

1. PREPARATION OF ANNUAL PROCUREMENT PLAN (APP)/SUPPLEMENTAL PROCUREMENT PLAN (SAPP)

The Annual Procurement Plan (APP) is the requisite document that the agency must prepare to reflect the necessary information on the entire procurement activities for goods, services and infrastructure to be procured within the calendar year.

The Supplemental Annual Procurement Plan (SAPP) is the document that reflects the additional or changes in procurement activities in the agency's Annual Procurement Plan for the current year.

Office/Division:	Office of the BAC Secretariat			
Classification:				
Type of Transaction:	G2G - Government to Government			
Who may avail:	End User Unit			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Project Procurement Management Plan (PPMP)			Form is downloadable at the GPPB website or at the BAC Secretariat	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit PPMP/SPPMP	1. Receive the document and return the receiving copy to the end-user.	N/A	1 minute	Evelyn B. Pirote/Julius C. Cerbo
	2. Consolidate all PPMPs/SPPMPs received and prepare a draft APP/SAPP for BAC recommendation of mode of procurement.		1 hour	Evelyn B. Pirote/Julius C. Cerbo
	3. Set a BAC meeting.		BAC meetings are every tuesday and thursday	Evelyn B. Pirote/Julius C. Cerbo
	4. Prepare a BAC resolution and finalize the APP/SAPP for approval.		1 day	Evelyn B. Pirote
	5. Submit to the Mayor's Office for approval.		depends on the availability of the Mayor	Evelyn B. Pirote
	6. Send a certified true copy of APP/SAPP to all end-user units.		1 day	Evelyn B. Pirote
2. Receive a certified true copy of APP for filing.	1. Make a proper compilation of PPMPs/SPPMPs with Approved APP/SAPP		1 day	Evelyn B. Pirote
	TOTAL			



2. CONDUCT OF THE COMPETITIVE/PUBLIC BIDDING

Refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract. This is considered as the default mode of procurement.

Office/Division:	Office of the BAC Secretariat			
Classification:				
Type of Transaction:	G2G - Government to Government			
Who may avail:	All prospective suppliers and contractors			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Official Receipt (1 photocopy)			Municipal Treasurer's Office	
Bidding Documents			BAC Secretariat	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1. Organize a Pre-procurement conference for procurement transactions with more than 2 Million ABC for goods, 5Million for Infrastructure and 1Million for consulting services. <ul style="list-style-type: none"> • <i>Presentation of plans and programs.</i> • <i>Preparation of Bidding documents</i> 	N/A	1 day	BAC Sec./BAC TWG/End-user
	2. Advertising and Posting of the Invitation to Bid/Request for Expression of Interest	N/A	seven days	BAC Secretariat
3. Purchase the bidding documents <ul style="list-style-type: none"> • <i>Present Special Power of Attorney /SPA (for bidder's representative) and 2 valid IDs specifically company ID and SSS ID.</i> • <i>Pay at the MTO</i> 	3.1. Ask for Special Power of Attorney /SPA (for bidder's representative) and 2 valid IDs specifically company ID and SSS ID. 3.2. Let the bidder pay at the MTO and ask for the photocopy of receipt. 3.3 Issue the bidding documents		30 minutes	BAC Secretariat
4. The prospective bidder/ or shortlisted consultant may or may not attend the pre-bid conference	4. Conduct of Pre-bid conference for projects with an ABC of 1 Million and more		atleast 12 cd before the bid opening and 8 cd after posting.	BAC, BAC Sec., BAC TWG, End-user
5. Requests for clarification(s) on any	5. Issue a supplemental/Bid Bulletin if there is an		at least seven (7) calendar days before	BAC/BAC Sec.



part of the Bidding Documents at least ten (10) calendar days before the deadline of submission and receipt of bids.	amendment on the bid documents. 5.1. Post the supplemental bid bulletin		the deadline of submission and receipt of bids.	
6. The prospective bidder/ or shortlisted consultant should submit their bids on or before the deadline of submission of bids. <ul style="list-style-type: none"> <i>bidders may or may not attend the bid opening</i> 	6.1. Receiving bids on or before the deadline of submission of bids. 6.2. Opening and checking of bids. 6.3. Declaration of the winning bidder or failure of bidding. 6.4 Preparation of minutes and resolutions.		depends on the number of bis received	BAC, BAC Sec., BAC TWG, End-user, observer, COA
	7.1. Evaluate all the bids that have been declared passed during the bid opening. 7.2 Determine the Lowest Calculated Bid for Goods and Infrastructure, and Highest Rated Bid for Consultancy. 7.3. Preparation of Abstract of Bids 7.4 Notify the Lowest Calculated Bid/Highest Rated Bid for the conduct of Post Qualification.		For goods and infra. Bid Evaluation shall be completed within seven (7) calendar days from the deadline for receipt of bids and for consultancy not more than twenty-one (21) calendar days after the deadline for receipt of bid.	BAC, BAC Sec., BAC TWG,
8. Upon receipt of the notice of Lowest Calculated Bid or Highest Rated Bid, the bidder shall prepare the original copies of all documents submitted during the bid opening .	8.1. Conduct Post Qualification to determine the authenticity of all the documents submitted during the bid opening. 8.2. Issue a Notice of Post Qualification/Disqualification <ul style="list-style-type: none"> <i>In case of post-disqualification, the BAC shall be given the same fresh period to conduct the postqualification of the next lowest calculated bid/highest rated bid until a bidder is postqualified or failure of bidding is declared.</i> 		1 to 2 days	BAC, BAC Sec., BAC TWG,
	9. Issuance of BAC Resolution Recommending the Award of Contract to the Lowest Calculated and Responsive Bidder/Highest Rated and Responsive Bidder.		1 to 2 days	BAC and BAC Secretariat
	10. Posting of Award, Contract and Notice to Proceed at the PhilGEPS website.			BAC Secretariat



3. ALTERNATIVE MODE OF PROCUREMENT

Alternative Mode of Procurement is a procurement mode that promotes economy and efficiency. In all instances, the Procuring Entity shall ensure that the most advantageous price for the Government is obtained.

Office/Division:	Office of the BAC Secretariat
Classification:	
Type of Transaction:	G2G - Government to Government
Who may avail:	End- User Unit, prospective suppliers and contractors

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Updated Business Permit		At the Municipality where the business is located		
PhilGEPS Registration Number		PhilGEPS website		
Notarized Omnibus Sworn Statement		Form is downloadable at the GPPB website		
Tax Clearance/Income or business Tax Return		BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase request supported with a copy of APP	1. Check the completeness of the data required in the documents and if it is in accordance with the APP submitted.		5 minutes	Evelyn B. Pirote
	2.If the ABC is Fifty Thousand and more, PhilGEPS posting will be done.		3 calendar days	Evelyn B. Pirote
	3. If the ABC is below Fifty Thousand, require the end user to submit filled up Request for Quotation.		1 minute	Evelyn B. Pirote
4. Submit Request for Quotations and Abstract of Quotation if necessary	4.1 Review and Receive the Request for Quotation and Abstract		5 minutes	Evelyn B. Pirote
	2.1. Set a BAC Meeting 2.2. Issue of a BAC Resolution Recommending the Award of Contract to the Lowest and most advantageous offer.		BAC meetings are every Tuesday and Thursday	BAC and BAC Sec.
	3.1. Submit the resolution to the Office of the Mayor for approval. 3.2 Log the transaction 4.1.Return the documents to the end-user unit		Depends on the availability of the Mayor	Evelyn B. Pirote



<p>4.1. Received the PR and supporting documents with Resolution to Award 4.2 Prepares the Purchase Order, have it signed and submit a copy to the BAC Office (for procurement amounting to Fifty Thousand and Up)</p>	<p>4.1 Post the Resolution to Award and PO at the PhilGEPS website</p>		<p>1 to 2 hours</p>	<p>Evelyn B. Pirote</p>
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